Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

# CN105: Nonprofit Leadership & Management
# Certificate Course

Let us help you build your Resume Portfolio - because your work deserves to be seen… while you focus on building your skills for service, leadership, and career growth.

## Course Description

This course is designed for adult learners who want to learn the essential principles of nonprofit leadership, organizational structure, and mission-driven service. This course provides practical tools for leading teams, managing resources, communicating effectively, and building sustainable programs that support community impact.

## What You Will Learn

By the end of this course, students will be able to:

- Understand the structure and purpose of nonprofit organizations
- Apply leadership principles in ministry and nonprofit settings
- Manage volunteers, teams, and community partnerships
- Communicate mission, vision, and values effectively
- Understand basic budgeting, fundraising, and resource stewardship
- Build simple operational systems for nonprofit programs
- Strengthen organizational credibility and community trust

## Course Materials

This course uses the textbook:
Nonprofit Management For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

## Included in Your Course Package

• CN105 Syllabus Checklist
• CN105 Practicum Resume Portfolio Guide
• CN105 Final Exam (with stamped return envelope)
• Textbook and Resume Portfolio Notebook mailed directly from Amazon
• Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

## Practicum Summary (for Resume Portfolio)

Practicums are for you to keep and add to your Resume Portfolio. A Resume Portfolio is a simple, personal collection of real work that shows your skills, your experience, and the quality of what you can do. It gives employers a clear picture of your strengths in a professional, easy-to-understand way.

Students will complete hands-on activities in:

- Identifying nonprofit mission, vision, and values
- Mapping organizational roles and responsibilities
- Creating a simple program or ministry plan
- Practicing leadership and communication strategies
- Developing a volunteer or team management plan
- Outlining a basic nonprofit budget
- Completing a community-impact project summary

## Final Exam

The CN105 exam includes:

• Multiple-choice questions
• Short-answer questions
• Scenario-based application

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

## Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

## Tuition

**149.00 USD – Individual Course**
Payment is made through Shopify.

After purchase, you will be able to immediately download the *Student Welcome & Instructions* PDF and follow the steps. Your course materials will be mailed once you complete the instructions in the PDF.

## How to Enroll

**Step 1: Download the Application**
Visit the church college website to download the official application form.
Your application must be completed and received before your textbook and course materials will be delivered.

**Step 2: Review the Full Catalog**
The complete College Catalog is available on the college website.

**Step 3: Submit Your Application**

Mail your completed application to the college office. If you email your application, include **"Application"** in the subject line.

Your application must be received and processed before your textbook and course packets are mailed. (If you have not downloaded the application yet, it is available on the college website.)

**Step 4: Purchase Your Course**
Click here to purchase CN105 through Shopify, our secure online store.
Once purchased and your application is processed, your textbook and course packets will be mailed to you.

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

## Policies

For all official policies including tuition, refund, and admissions requirements please refer to the College Catalog.